



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 03/24/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: CHILD PROTECTION WORKER			
Pay Grade SG 11		Salary Range \$35,859-46,820	
Department: CHILDREN FAMILY & SERVICES		Classification Full Time	
Location: Okmulgee		Location Code: 93	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>Under the supervision of the Child Protection Services Program Manager, the Child Protection Services (CPS) Worker will conduct safety and risk assessments and investigations of child abuse and neglect reports. The CPS worker will provide 24 hour response to emergency situations involving an alleged abused or neglected child. The CPS worker will coordinate with appropriate agencies in conducting assessments and investigations when necessary. The CPS worker will determine appropriate interventions for families following completion of assessments and investigations. The CPS worker will perform the following: conduct individual and family assessments; develop family service plans; locate and coordinate services with community, tribal and state social services agencies to prevent the breakup of court hearings, provide testimony and make recommendations when necessary. The CPS worker shall be knowledgeable of the following: principals and practices of social work; child development stages; psychological and physical needs of abused/neglected children; basic court terminology and procedures.</p>
Principal Duties and Responsibilities:	<p>Principal Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Conduct safety and risk assessments and/or intensive investigations of reported child abuse and neglect. 2. Work in coordination with Lighthorse Police, or other city or county law enforcement agencies and the Oklahoma Department of Human Services Child Protective Services in conducting assessments/investigations when necessary. 3. Determine appropriate interventions for families, including referral to preventative services or removal of children from their homes. 4. Conduct individual and family assessments to determine the strengths and needs of children and their parents/custodians. 5. Develop service (safety) plans designed to prevent the breakup of families. 6. Assist families in locating and determining appropriate resources and services. 7. Maintain regular contact with children and families by conducting



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	<p>home, school and work visits when necessary.</p> <p>8. Transport children to foster care placements, medical appointments, visitations, etc.</p> <p>9. Complete investigative reports and provide to the Attorney General.</p> <p>10. Attend tribal and state court hearings and provide testimony when necessary.</p> <p>11. Provide written reports and make recommendations regarding removal, visitation, reunification, etc. to the court.</p> <p>12. Maintain efficient management of cases and case files.</p> <p>13. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports.</p> <p>14. Maintain confidentiality of CFSA programs and caseloads.</p> <p>15. Participate in CFSA and ICW staff meetings.</p> <p>16. Participate in multi-disciplinary team meetings and other meetings when required.</p> <p>17. Attend trainings, workshops, or other educational programs.</p> <p>18. Perform other duties as assigned.</p>
Minimum Requirements:	1. Minimum Requirements – Bachelor's Degree in Social Work or other relevant human service field, Three (3) years experience working with children, parents and/or families.
Preferred Requirements:	2. Preferred Requirements – Master's Degree in Social Work or other relevant human service field, three (2) years experience working with children, parents, and/or families and one (1) year of experience conducting interviews/investigations.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.



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- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.